

Diploma (Specialized in Business Management)

OVERVIEW

The Diploma (Specialized in Business Management) is specifically designed to provide an introductory grounding in business studies, social sciences, as well as challenging work on critical thinking, academic literacy, and communication skills.

PROGRAMME OBJECTIVES:

This programme aims to provide an initial qualification and solid foundation preparation for students who are aiming to embark on business careers or further studies in business management. This learning objective of the course gives students the flexibility they need to explore various aspects of business management.

ASSESSMENT METHODS:

70% Coursework & 30% Examination

NUMBER OF MODULES:

5

MODULE SYNOPSIS:

DS301 Business Communication and Report Writing

The module is intended to develop language skills (writing, speaking, listening and reading), research, organisational, argumentative and study skills. Students will have opportunities to apply their newly acquired language skills in small and larger group settings and in creating effective documents appropriate to different business contexts.

Upon completion of this module, students will be able to

- Use English in a variety of business situations, using the approach most appropriate to a given situation
- Demonstrate the ability to summarise business documents while retaining their key features
- Present a variety of data in both written and graphical form
- Maximise personal effectiveness in improving personal communication skills necessary for communication both inside and outside the organisation.

DS302 Business Studies

The module is introducing the basic knowledge of the business environment and prepares students to analyse, manage, evaluate and respond to changes which affect business. It also provides different perspective aspects of the business environment and is influenced by social, political, legal and economic forces.

Upon completion of this module, the students will be able to:

- Develop a practical approach by using modern technologies in the field of business and management.
- Explain the operational environment in the field of business management and related services.
- Understand the important skills of teamwork, problem-solving, time management, information collection, processing, analysing and synthesising relevant information to derive meaningful conclusions
- Describe the process of research work and demonstrate his or her capabilities while working independently

DS303 Economics

The module is introducing the importance of economics in the business environment, including the economics concepts, theories and analytical techniques. Students are exposed to microeconomics and macroeconomics issues and understanding the impact of economics and economic theory.

Upon completion the module, students will be able to:

- Explain the basic principles and theories of economics.

DURATION COMPONENTS:

Classroom Training Hours: 30 Hours Per Module

PROGRAMME OUTCOMES:

Upon completion of the programme, the students will be able to:

- Develop an understanding of the fundamental concepts in business management
- Develop an excellent analytical ability in business
- Improve communication skills
- Demonstrate interpersonal, self-study, research and presentation skills through the course
- Have adequate preparation for their careers or further studies in business and management area

AWARDING BODIES:

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TOTAL CONTACT HOURS:

150

- Outline and apply economic principles and concepts to decision-making at individual, corporate, industry and country levels in domestic and international business environments.
- Analyse, interpret and apply economic theories using current, real-life examples found in the media.
- Demonstrate an understanding of the limitations of economic theories and policies in managing real-world issues

DS304 Accounting

The module focuses on giving students a solid foundation in the field of accounting and techniques that will help with the management decision making process. Students will learn the theoretical and practical aspect of accounting and how important of accounting and budgeting to the start-up, growth and competitive development of a company.

Upon completion of this module, the students will be able to:

- Explain the importance of basic accounting concepts and how these apply to business
- Outline and contrast cash and accrual bases of accounting.
- Distinguish the activities of the service business from those of a merchandising business and explain how accounting systems work for these businesses.
- Describe the nature of cash and the importance of internal control over cash.
- Demonstrate an understanding of accounts receivables, the computation of fixed assets and cost behaviour and cost volume profit analysis

DS305 Law

The module focuses on the law relating to business which will help the students to have a good understanding of the framework of Singapore's legal system be useful to the companies. Real-life examples and case studies motivate the students and put theory in perspective to provide students with the legal context of today's businesses. Upon completion of this module, the students will be able to:

- Understand the sources of law in Singapore including the role of the law of contract in particular within the Singapore legal system;
- Identify the fundamental legal principles behind contractual agreements.
- Explain the rights and obligations of the parties to a contract.
- Examine how businesses can be held liable in tort for the actions of their employees.
- Understand the legal and fiscal structure of different forms of business organisations and their responsibilities as an employer
- Acquire problem-solving techniques and to be able to present a coherent, concise legal argument.

Effective Date: 15 July 2021

Version: 1.1

GSTM-ACD-085

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